

## TRANSCRIPT ORDER FORM

SUBMITTED TO: Clerk of the Court, United States Court of International Trade

COURT NO.: \_\_\_\_\_ CASE CAPTION: \_\_\_\_\_

DATE(S) OF PROCEEDING	TRIAL OR HEARING	REPORTER OR ECRO	JUDGE
_____	_____	_____	_____
_____	_____	_____	_____

TYPE OF TRANSCRIPT	COST PER PAGE (Original)	
Ordinary	\$3.00	Transcript to be delivered within (30) calendar days after receipt of order.
Expedited	\$4.00	Transcript to be delivered within (7) calendar days after receipt.
Daily*	\$5.00	Transcript to be delivered after adjournment and before the usual opening hour of the Court on the following morning whether or not it is a Court day.
Hourly*	\$6.00	Transcript to be delivered within (2) hours after receipt of order.

\* Note: Daily/hourly transcription services require that arrangements be made for such services at least one week prior to the actual proceeding.

TRANSCRIPT ORDERED BY:

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ATTORNEY FOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

Cost of transcript is being shared. See additional transcript order form(s).

**NOTE: THE TRANSCRIPT SERVICE WILL SEND YOU A COPY OF THE TRANSCRIPT WITH AN INVOICE. PAYMENT MUST BE MADE DIRECTLY TO THE TRANSCRIPTION SERVICE.**

**THIS SECTION TO BE COMPLETED BY THE COURT:**

1. The transcript was ordered [ ] by mail or [ ] in person on: \_\_\_\_\_.
2. Number of trial/hearing days \_\_\_\_\_; Estimated number of transcript pages \_\_\_\_\_.
3. Estimated cost \_\_\_\_\_ for [ ] Ordinary, [ ] Expedited, [ ] Daily, [ ] Hourly.
4. Estimated completion date \_\_\_\_\_.
5. Date forwarded to Transcription service \_\_\_\_\_.
6. If expedited transcript ordered, Federal Express Airbill No.: \_\_\_\_\_

DATE: \_\_\_\_\_ COURT REPORTER/ECRO: \_\_\_\_\_